

**MINUTES OF MEETING
LINCOLN PUBLIC LIBRARY
BOARD OF TRUSTEES
February 26, 2013**

CALL TO ORDER:

Chairwoman Karen Quinn called the meeting to order at 5:48 PM at the Lincoln Public Library.

PRESENT:

Chairwoman Karen Quinn, Trustees Denise Blais & Wil Postle were present. Also in attendance was Becky Boragine, Library Director.

ABSENT:

Treasurer Diane Walsh, Merle Krueger

APPROVAL OF MINUTES:

The Minutes of the January 29, 2013 meeting were accepted. A motion to accept the minutes was made by Trustee Postle and seconded by Trustee Blais. The motion was approved unanimously.

DIRECTOR'S REPORT:

Ms. Boragine informed the Board that she attended a Director's meeting at the town. She also attended Construction & Furnishings Meetings for the library addition. During January, four computer classes were held, one children's program was held, zero teen

programs and three adult programs took place. Ms. Boragine indicated that items added to the collection in January were 918 books, videos, CD's, magazines, DVD's, CD-ROMS, etc. Also, circulated were 15,697 items. A total of 60 new patrons were given library cards. Loaned 3,475 items out to other libraries and borrowed 1,967 items. The in-house computer usage was 1,440. The Library web pages were accessed 154,192 times. The online database usage was 1,410. Overdrive usage was 800 and includes 160 Audio, 6 Video, 4 Music, 630 E-Books and all other E-Books usage was 17.

Ms. Boragine indicated that overdrive stats have increased from December likely due to the holidays and the number of e-readers received as gifts. She indicated that all libraries did see an increase in overdrive usage and that they are working on a business model for e-book usage. An update was provided on the furnishings that have been picked out for the children's room and other furniture being ordered through WB Mason. Ms. Boragine is working on a time table with them so that furniture is not delivered before she is ready to receive it.

A motion to accept the Director's report was made by Trustee Blais and seconded by Trustee Postle. The motion was approved unanimously.

FINANCIAL REPORT:

Treasurer Diane Walsh provided a report of the balances to Ms.

Boragine who reported them as follows:

- **Fines: \$0.00**
- **Champlin Account: \$118,152.68**
- **Trustees Account: \$79,959.33**
- **Checking Account: \$393.36**
- **Certificate of Deposit:**
- **Catie Kurowski Fund: \$4,313.85**

Ms. Boragine informed the Board that \$44,865 does need to be moved out of the Champlin account, to the Bailey Group for additional work completed. Also the Architect, Saccoccio & Associates sent in an additional invoice in the amount of \$2265 for changes that they have had to make. This invoice was approved for payment, however the Board expressed concern that the Architect is way over the budgeted amount and that there are not to be any additional expenditures without the Board's approval and a full accounting of what is needed to be provided. Ms. Boragine also submitted receipts for reimbursement related to work performed for the library by town highway employees. She was reimbursed \$276.84.

A motion that the Board agrees that all invoices being presented for payment by the Town of Lincoln are accurate and are to be paid from their respective accounts was made by Trustee Postle. Motion seconded by Trustee Blais. The motion was approved unanimously.

UNFINISHED BUSINESS:

Ms. Boragine discussed the construction project. The construction project is progressing, It was noted that the addition looks bigger now that you can start to see it coming together. Brick work has begun and blends in nicely with the existing brick work. The new front door to the library will be all glass; it will be a smaller entrance than what currently exists. The Town had investigated bringing the current entrance out 6 feet or so, but the expense was more than the budget would allow for. There will be a small seating area there as well. The HVAC system is being worked on for that area. Ms. Boragine has asked for a timeframe for completion and is awaiting word from the contractor. There has been a delay with the fire suppression system relating to the water meter. The Town is working with the engineers to correct/fix the problem but there is an approximately \$20,000 of unexpected work needed to fix the problem.

The special fundraising event has been postponed. The Library will only hold an open house once the contractor releases the building to the town. Ms. Boragine has been in contact with the Friends of the Library and they are holding a “Flower Power” fundraising event, where you can go on-line and order flowers and 50% of the proceeds go to the Library.

NEW BUSINESS:

Ms. Boragine provided the Board with a new Circulation Loan Policy. This new policy sets guidelines on what can and cannot be loaned out to other libraries and which items can be placed on hold. A firm date needs to be set on when this new policy is to go into effect. She also mentioned that at this time this policy does not apply to video games. Trustee Blais questioned the policy of the number of books by a particular author that a patron can check out and Ms. Boragine said that she would review. A question was also brought up about the fines and whether or not that is in line with other local libraries. Ms. Boragine said that the fines are fairly standard with all libraries and the loan rules are fairly similar across all of the libraries within the OSL family. She indicated that she plans on rolling out this new policy fairly slowly and may be revisiting it soon to address other issues.

The monthly newsletters and calendars have been sent out and distributed to patrons and can be found online at the library website.

PUBLIC COMMENT:

NONE

ADJOURNMENT:

There being no further business, a motion was made by Trustee Blais and seconded by Trustee Postle to adjourn the meeting at 6:42 PM. The motion was approved unanimously.

Respectfully submitted,

Joan Dion

Board Secretary